

Did you skip this important step?

MINORS: If you don't have a job offer yet, that's your first step! You only apply for Working Papers *after* getting an offer of employment.

CAREGIVERS: If you get an email about a minor's Working Papers application before you've heard about their job offer, check to make sure they're doing things in the right order. The offer of employment comes first, and *then* they apply for Working Papers.

Close x

The way teens obtain working papers in New Jersey has changed!

As of June 1, 2023, Working Papers for minors have gone digital. Minor workers, their caregivers, and employers all fill out their respective parts of our streamlined online application instead of using the old paper form. [Click here](#) to download a handout explaining the new process.

NJ WORKING PAPERS PROCESS

| FOR EMPLOYERS | FOR MINORS | FOR CAREGIVERS |
|--|--|---|
| <p>Here's how to get started:</p> <ol style="list-style-type: none"> Create an account. Enter your business details and email address at myworkingpapers.nj.gov. We'll send you a link to confirm your email address. Complete your employer profile. Once we have this information, we'll assign your business a unique 9-digit code. Give this code to every minor you hire so we can link their Working Papers application to your business. Helpful hint: For businesses with more than one location, we assign a unique code to each website. Check your email. We'll notify you every time a minor submits a Working Papers application for a job with your business. After you verify their information and approve their application, the minor's caregiver will be prompted to do the same from their own account. You'll get an email to let you know when the application is approved or rejected. If the application is rejected, the email will tell you the reason why and offer next steps for you to take. Schedule their first day! Once an application is approved, employers, minors and caregivers will receive an email, and the minor can begin working. | <p>CONGRATULATIONS on your job offer! Here's what to do next:</p> <ol style="list-style-type: none"> Create an account. Enter your name and email address at myworkingpapers.nj.gov. We'll send you a link to confirm your email address. Complete the application. You'll need your employer's unique 9-digit code and your caregiver's name and email address to submit your part of the application. Helpful hint: If your employer is not registered, give us their email address and we'll send them a link to create an account. Track your progress. You may need to follow up with your caregiver and employer, who need to submit their parts of the application before you can start working. If your application is rejected for any reason, you can't work until you submit a new application that is approved. Get to work! You can start working after your application is approved. <p>Don't forget: If you <i>add</i> or <i>change</i> jobs, you need to submit a new Working Papers application.</p> | <ol style="list-style-type: none"> Check your email. A minor applying for working papers provides their caregiver's name and email address. The caregiver receives an email with a link to complete their part of the application. Review the application. If everything looks good, upload the minor's proof of age and approve the application. <p>Acceptable proof-of-age documents:</p> <ul style="list-style-type: none"> Birth certificate or certified transcript Minor's driver's license or learner's permit Notarized certificate State file: contemporaneous record of the date and place of the minor's birth Passport Certificate of arrival in the United States issued by the United States Citizenship and Immigration Services (USCIS) showing age of minor Life insurance policy (provided the policy is at least one year old at the time it is offered as evidence) <ol style="list-style-type: none"> Get to work! You can start working after your application is approved. <p>Don't forget: If you are concerned about an aspect of the job—hours, description of duties, etc.—you can reject the application and the minor will not be able to start the job.</p> <p><small>Note: If you do not take action on the application within two weeks, the application will be processed as approved and the minor can begin working. However, if you reject the working papers application, the minor must stop working at that time.</small></p> |

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An overview of the process

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